

Section: Resignation without Notice

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Sponsoring Unit/Department: Human Resources

Resignation without Notice

An employee who fails to give proper notice of resignation or leaves the job indicating an intention not to return to work may be deemed to have resigned without notice. An employee who is absent/out of contact for five (5) consecutive work days without notice may be deemed to have resigned. Any employee who fails to notify their supervisor when absent may be subject to disciplinary action.

Prior to proceeding with dismissal action, the College will make a reasonable effort to determine the employee's status. The College shall make a reasonable effort to notify the employee of the dismissal action. Employees resigning without notice are not eligible for rehire.